Army Career Tracker
(ACT)
Civilian User Overview

https://actnow.army.mil/

Agenda

- ACT Background

- How can Users:
  - Receive leadership guidance
  - Keep track of "My Career"
  - See Career Program updates
  - Monitor career progression with PDM model and set goals
  - Search and enroll in a course
  - Find an Expert
  - Create an IDP
  - Provide recommendations to Employees/Mentees

Army Career Tracker Overview

Army Career Tracker is a leader development tool that provides Army personnel the ability to manage their professional development and to monitor progress toward training, education, and career goals.

ACT:

Integrates training, education, and experiential learning into one personalized and easy-to-use interface

Currently ACT has over **144,000** unique users

Presents users with an intelligent search capability of multiple Army education and training resources

Provides users with a more efficient and effective way to monitor their career development

Allows leaders to track and advise users on their personalized leadership development

Provides users the opportunity to create their Individual Development Plan (IDP)

Choosing a "Supervisor"

You must choose a First Line Leader/Rater before you can continue

Select: ⦿ Supervisor ◯ Mentor

Select: ⦿ Civilian Supervisor ◯ Military Leader

Originator: Laura Tripp **mail Date:** 16 Jan 2012

CP	Series	Last Name *	First Name
All CP	All Series		

SEARCH

Disclaimer: You are sending a request to add an ACT Supervisor or Mentor(s). Once the i... information. This information includes your training, education, experiential learning and b... mark as private, your Supervisor or Mentor(s) will have access to your complete ACT infor...

SEN...

First choose a Supervisor by Selecting "Civilian Supervisor" or "Military Leader"

Click "Search

Search by:

• "CP", "Series", or "Last Name" for **"Civilian Supervisors"**
• "Rank", "MOS", or "Last Name" for **"Military Leaders"**

Note: Only "Last Name" is mandatory

Choosing a "Supervisor"

You must choose a First Line Leader/Rater before you can continue to use ACT.

Select: ⦿ Supervisor ⚪ Mentor   Select: ⦿ Civilian Supervisor ⚪ Military Leader

Originator: Thomas Thompson   **Email Date:** 17 Jan 2012

CP	Series	Last Name *	First Name
All CP	All S		

SEARCH

Select the radio button of the Leader you would like to select

First Name	Last Name	CP	Series	Grade	Organization
⚪ Marvin	Nickels	Training, Capabilities and Doctrine Warfighting Developers	General Education and Training	15	USA CMD AND GEN STF CO

Disclaimer: You are sending a request to add an ACT Supervisor or Mentor(s). Once the individual accepts your request they will have access to your personal ACT information. This information includes your training, education, experiential learning and biographically related data. Aside from personal goals or events that you choose to mark as private, your Supervisor or Mentor(s) will have access to your complete ACT information.

SEND

Click "Send"

Choosing a Mentor

The "My Supervisors" portlet provides you the opportunity to manage your Supervisor and Mentor selections.
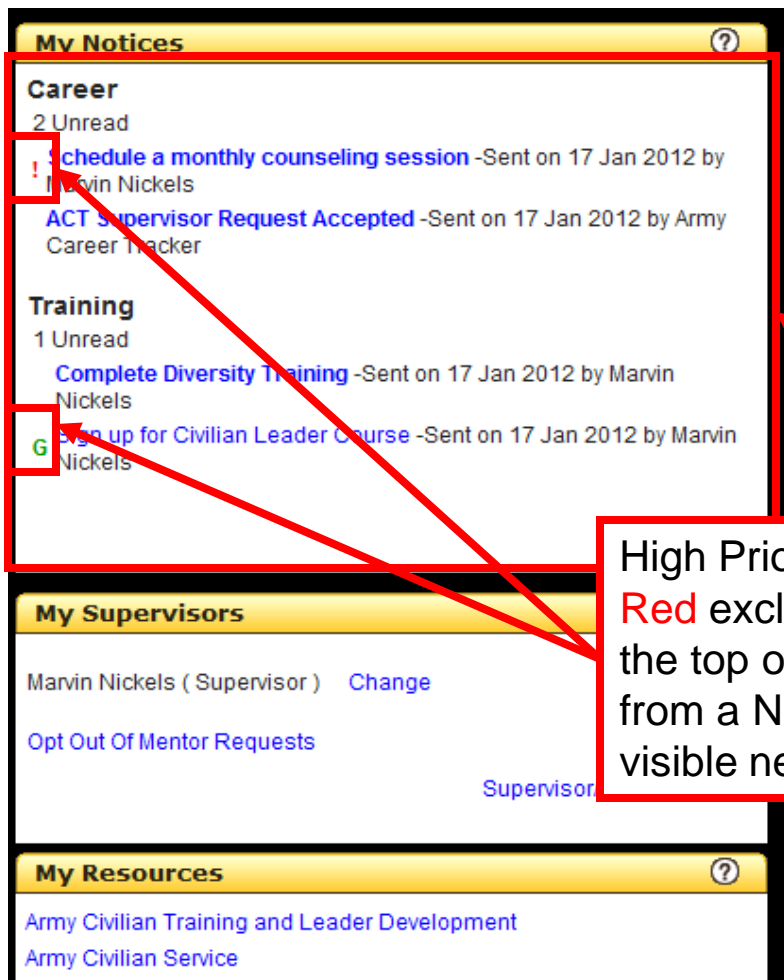

In the "My Supervisors" portlet users also have the opportunity to connect with Mentors.

A Mentor is in your Career Field, someone you have worked with, or can be anyone of a higher pay grade that may have relevant career experience. As a Supervisor, you may be both a Supervisor and a Mentor to Employees.

To select a Mentor click "Supervisor/Mentor Link-Up and follow the steps for choosing a Mentor

My Notices

The "My Notices" portlet is ACT's central location for career and training recommendations. These notices are recommendations from your Supervisor/Mentors.

My Notices ⑦

Career
2 Unread

! **Schedule a monthly counseling session** -Sent on 17 Jan 2012 by Marvin Nickels

ACT Supervisor Request Accepted -Sent on 17 Jan 2012 by Army Career Tracker

Training
1 Unread

Complete Diversity Training -Sent on 17 Jan 2012 by Marvin Nickels

G **Sign up for Civilian Leader Course** -Sent on 17 Jan 2012 by Marvin Nickels

My Supervisors

Marvin Nickels (Supervisor)   Change

Opt Out Of Mentor Requests

Supervisor

My Resources ⑦

Army Civilian Training and Leader Development

Army Civilian Service

Notices are organized into two categories: Career and Training. Notices can be generated by the ACT system or by a Supervisor or Mentor.

High Priority Notices are indicated by a Red exclamation point and are always at the top of the list. If you create a goal from a Notice, a Green letter G will be visible next to the Notice

Viewing Notices

To View A Notice, click a **BLUE** hyperlink in the My Notices portlet.

Career Notification
Originator: Marvin Nickels
Date: 17 Jan 2012 at 22:00:14 EST
Subject: Schedule a monthly counseling session
Priority: High
Notice Expiration: 26 Apr 2013
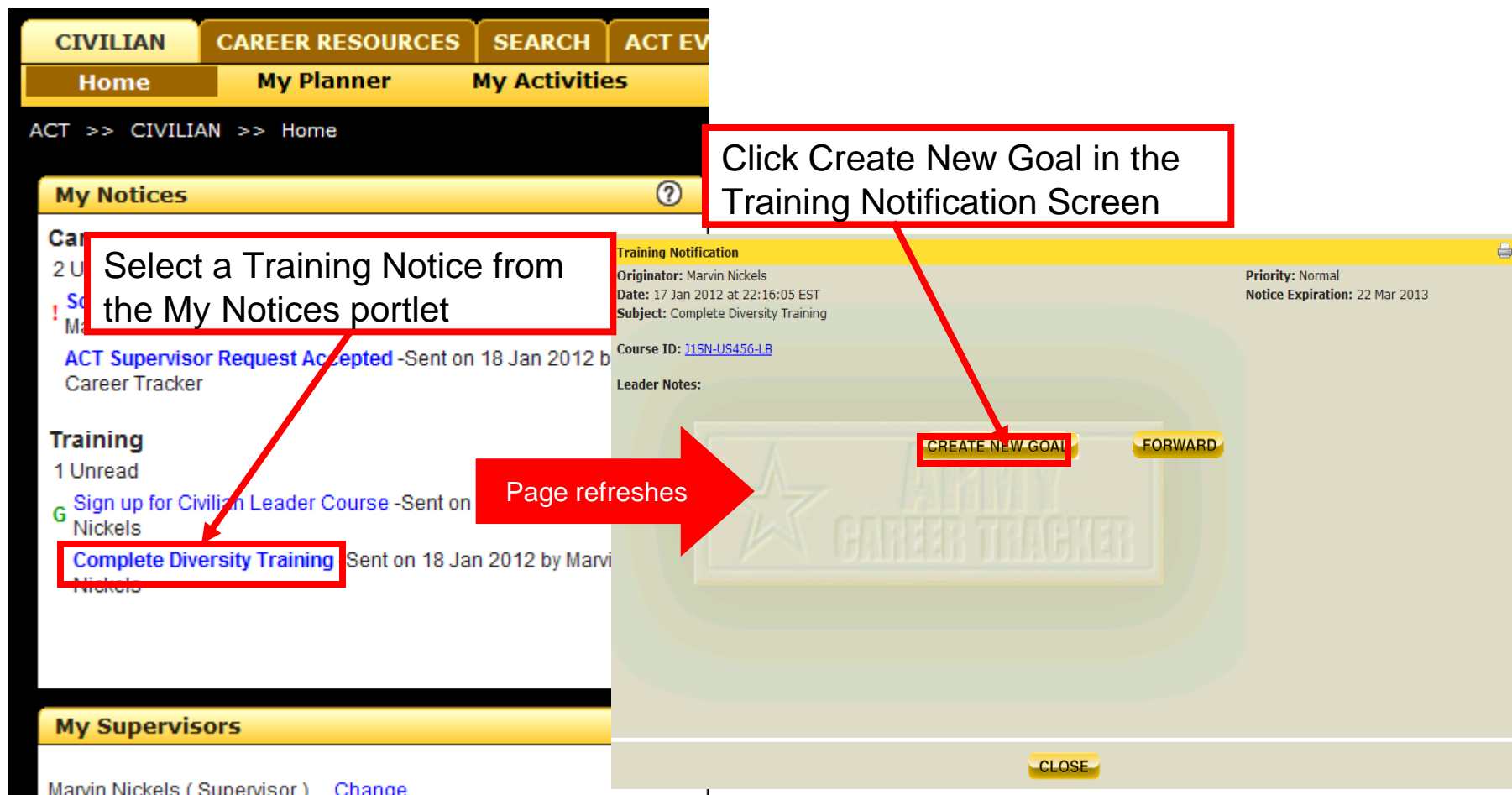
...d please set a monthly counseling session

FORWARD

Page refreshes

The Expanded Notification window opens. You can view all notification details including originator, date, subject, priority, and notice expiration

CLOSE

Creating Goals from Training Notices

If a Training notification is selected you will have the option to "Create A New Goal." To create a Training Goal:

Click Create New Goal in the Training Notification Screen

Select a Training Notice from the My Notices portlet

Page refreshes

"Creating A Goal"

To create a Training Goal in ACT simply fill out the Goal Template. Completing this goal template will help you, your Leader, and your Mentor easily track your goals.

Training Notification

Originator: Marvin Nickels
Date: 17 Jan 2012 at 22:16:05 EST
Subject: Complete Diversity Training

Priority: Normal
Notice Expiration: 22 Mar 2013

Select a target completion date using the built in calendar

Complete by: 24 Mar 2012

Personal Notes:

Complete in line with Supervisor Recommendation

Enter any personal notes

Indicate this item as an IDP Goal and select "Term, then choose if there is an "Associated Cost" and "Priority"

☑ IDP Goal
Term ○ Short ◉
☑ Associated Cost
Priority ○ High ○ Medium ◉ Low
Estimated Cost Course $0 .00 Travel $0 .00

Click "Create New Goal"

CREATE NEW GOAL   **FORWARD**

CLOSE

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- Stakeholder Launch

Civilian Homepage

View Career and Training notices in "My Notices"

Check out news in "ACT News"

My Notices

Career
2 Unread

! Schedule a monthly counseling session -Sent on 18 Jan 2012 by Marvin Nickels

ACT Supervisor Request Accepted -Sent on 18 Jan 2012 by Army Career Tracker

Training
0 Unread

G Sign up for Civilian Leader Course -Sent on 18 Jan 2012 by Marvin Nickels

G Complete Diversity Training -Sent on 18 Jan 2012 by Marvin Nickels

View A

Wounded Soldier to receive Medal of Honor for action in Afghanistan - An Army Ranger who lost his right hand and suffered shrapnel wounds after throwing an armed grenade away from his fellow Soldiers will be the second living Medal of Honor Recipient from the conflicts in Iraq and Afghanistan.
(Published on 02 Jun 2011. Profiled for All MOS,All Components,All Installations,All Career Fields,All Cohorts,All States,All Grades.)

a taps Dempsey, Winnefeld as an, vice chairman

(WASHINGTON, May 30, 2011; by Jim Garamone, American Forces Press Service)

(Published on 02 Jun 2011. Profiled for All MOS,All Components,All Installations,All Career Fields,All Cohorts,All States,All Grades.)

Odierno nominated as next CSA as Dempsey moves up - President Barack Obama announced May 30, 2011, that he will nominate Gen. Raymond T. Odierno as the next chief of staff of the Army.
(Published on 02 Jun 2011. Profiled for All MOS,All Components,All Installations,All Career Fields,All Cohorts,All States,All Grades.)

Test All - Test All
(Published on 29 May 2011. Profiled for All MOS,All Components,All Installations,All Career Fields,All Cohorts,All States,All Grades.)

My Supervisors

Marvin Nickels (Supervisor)   Change

Opt Out Of Mentor Requests

Supervisor/Mentor Link-Up

Select Supervisor or Mentor(s) in "My Leaders"

View a Career snapshot in ""My Career" Dashboard"

My Career Dashboard

Name: Laura Tripp

TRAINING SYSTEM ANALYST
US ARMY TNG SPT

te: 09 Sep 1979
ce Rate Due   15 Oct 2011
Date:

Bachelors

Management of Info. Systems

09 Sep 1979
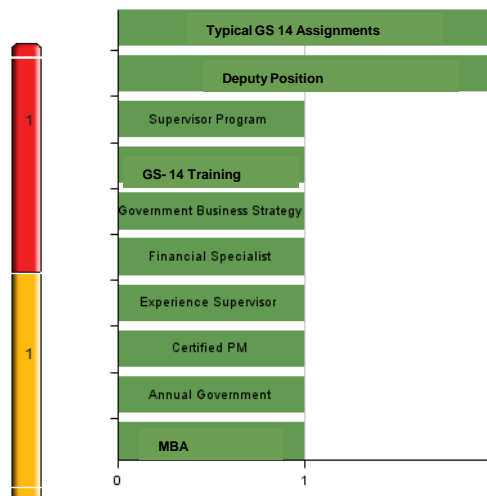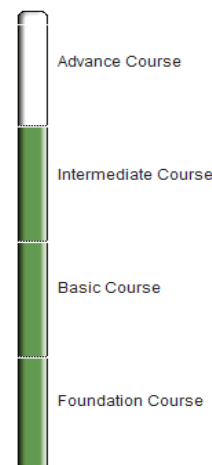
My Resources

Army Civilian Training and Leader Development

Army Civilian Service

Army Counterintelligence (CI) iSALUTE Reporting Portal

ATIA

CPOL

Federal Leadership Development Programs

LINKEDIN

My Biz

My Pay

RASS

Resumix

View useful links and resources in "My Resources"

Typical GS 14 Assignments

Deputy Position

Supervisor Program

GS- 14 Training

Government Business Strategy

Financial Specialist

Experience Supervisor

Certified PM

Annual Government

MBA

Top 10 Professional Individual Development Plan Goals

My IDP Goals

Current Grade Level - GS-13
Doctorate - 5.00%
Bachelors - 25.00%
Associates - 20.00%
HS Level - 50.00%

Next Grade Level - GS-14
Doctorate - 25.00%
Masters - 30.00%
Bachelors - 15.00%
Associates - 25.00%
HS Level - 5.00%

Civilian Education Comparison Current and Next Grade Level

Advance Course

Intermediate Course

Basic Course

Foundation Course

CES Completion i

"My Career" Dashboard

Within "My Career" Dashboard:

Name: Laura Tripp

SSN:	XXX-XX-9445	Job Title:	TRAINING SYSTEMS MANAGEMENT ANALYST	Education Level:	Bachelors
Grade:	GS-13	Organization:	US ARMY TNG SPT CNTR	Instructional Program:	Management of Info. Systems
CP:	32	Assignment Start Date:	09 Sep 1979	Last SDC Completion Date:	09 Sep 1979
Series:	1702	Appraisal Performance Rate Due Date:	15 Oct 2011		

Users can see their name and career information

And four graphics for IDP Goals, Top 10 IDP Goals, Civilian Education Comparison, and CES Completion Status

Current Grade Level - GS-13
- Doctorate - 5.00%
- Bachelors - 25.00%
- Associates - 20.00%
- HS Level - 50.00%

Next Grade Level - GS-14
- Doctorate - 25.00%
- Masters - 30.00%
- Bachelors - 15.00%
- Associates - 25.00%
- HS Level - 5.00%

Top 10 Professional Individual Development Plan Goals

Civilian Education Comparison Current and Next Grade Level

CES Completion

If this is your first time in ACT, Click the **BLUE HERE** to agree to FERPA and to display the Civilian Education status. Read the FERPA Consent form and click I Agree
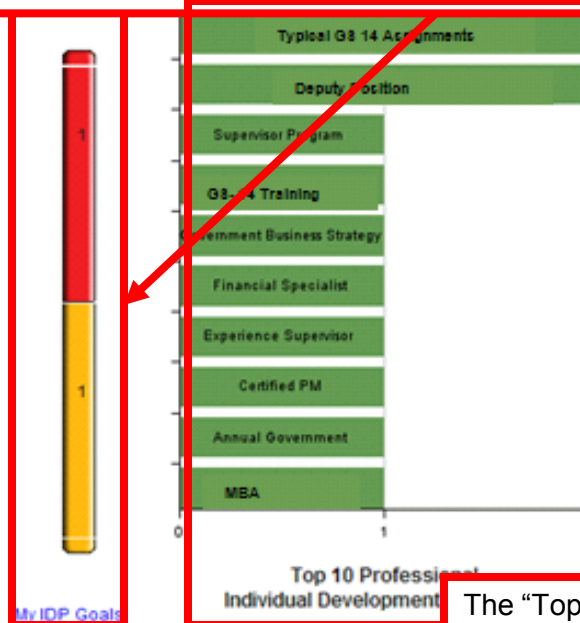
Career Dashboard Thermometers

The "My IDP" Goals thermometer illustrates a status summary of your completed, pending or past due IDP goals. Sections in the thermometer are color coded.

"GREEN" indicates the number of IDP goals you have COMPLETED.
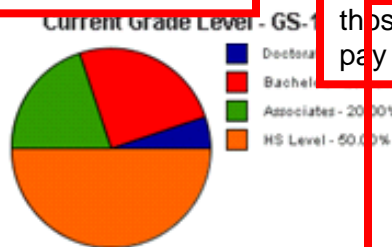"AMBER" indicates the number of IDP goals you have PENDING.
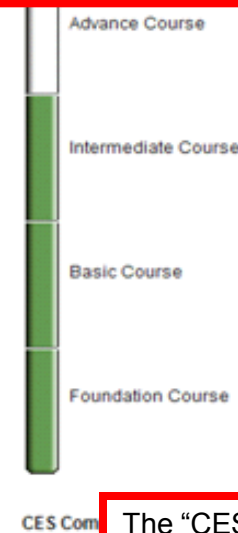"RED" indicates the number of IDP goals you have PAST DUE.

The "Current Grade Level" education pie chart illustrates an education level comparison of those within your career program, job series, pay plan, and pay grade.

The "Next Grade Level" education pie chart illustrations an education level of comparison of those within your career program, job series, and pay plan, but at the next pay grade level.

Current Grade Level - GS-1
- Doctora
- Bachelo
- Associates - 20.00%
- HS Level - 50.00%

Next Grade Level - GS-14
- Doctorate - 25.00%
- Masters - 30.00%
- Bachelors - 15.00%
- Associates - 25.00%
- HS Level - 5.00%

Civilian Education Comparison

Typical GS 14 Assignments
Deputy Position
Supervisor Program
GS-14 Training
Government Business Strategy
Financial Specialist
Experience Supervisor
Certified PM
Annual Government
MBA

0   1

Top 10 Professional
Individual Development

My IDP Goals

Advance Course
Intermediate Course
Basic Course
Foundation Course

CES Com

The "Top 10 Professional IDP Goals" bar chart illustrates the top 10 professional IDP goals within your career program, job series, pay plan, and pay grade.

The vertical axis describes the rank of the IDP goal. The horizontal axis describes the number of users with the same professional IDP Goal.

The "CES Completion" thermometer illustrates the different levels of CES courses completed.

"GREEN" indicates course has been completed
"AMBER" indicates that you have enrolled in the course

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ACT Career Resources Landing Page

Career Program Leadership

Information Technology Management

Functional Chief Representative
Ms. Jackie Rustigian
Director, Human Capital Management Division

Functional Point of Contact
Ms. Natashia Smith
Deputy, Human Ca...

Functional Point of Contact
Mr. William D. Baucom
...rce Development

Learn about Leadership and Functional Point of Contacts

Featured Courses

! CIVILIAN LEADER BASIC
! CIVILIAN LEADER INTERMEDIATE
! CIVILIAN LEADER ADVANCED
! CIVILIAN FOUNDATION
! CIVILIAN LEADER ADVANCED
! CIVILIAN LEADER INTERMEDIATE
! CIVILIAN LEADER BASIC

Choose training based on recommendations from your Career Program in "Featured Courses"

Featured News

Twelve CP-34 Careerists Pursue IT Certifications

Do You Have a Professional Certification?

...gram in August 2011 based upon feedback from the IT community. We received numerous inquiries to the program, and ... . We are pleased to announce the following graduates of the Microsoft Certification program: Microsoft Certified ...nfiguration - Christopher Saunders, CECOM SEC; Kenneth Jones, S3, CECOM-LCMC, SEC; Taiwo Salau, CERDEC SED; ...guyen, S3, CECOM-LCMC, SEC; Sup. ...

Army Career Tracker is Live!
The HQDA, G-37/TRV Civilian Training and Leader Development Division is pleased to announce careerists from **Career Programs 18, 22, 27, 31, 32, and 34 (Spiral 1)** will have access to Army Career Tracker (ACT) on 29 August 2011.
(Published on 26 Aug 2011.)

Information Technology Manage... **Career Program-34**
Innovate, Educate, & Communicate
(Published on 26 Aug 2011.)

Read featured and relevant news articles profiled for your Career Field

Featured Links

Army e-Learning
National Defense University
ACTEDS Training Catalog- CP-34

Essential Resources

CP-34 IT Management Careers
ACTEDS
RASS
DA Internship Program
National Defense University
CHRTAS
Army Management Staff College

Convenient access "Featured Links" and "Essential Resources"

News

Twelve CP-34 Careerists Pursue IT Certifications -

Do You Have a Professional Certification?

(Published on 16 Nov 2011.)

Adobe Design and Media Training Program -

...Extended Deadline for Adobe Design and Media ...ning Program!

...your application on the ITM Careers Website:
...s://www.us.army.mil/suite/designer

...shed on 16 Nov 2011.)

Information Technology Management (ITM) Career Program-34 - Innovate, Educate, & Communicate
(Published on 26 Aug 2011.)

Changes for IA Community - Alaract details changes in computing environment (CE) certifications for the Army Information Assurance (IA) workforce.
(Published on 26 Aug 2011.)

Army Career Tracker Is Live! - The HQDA, G-37/TRV Civilian Training and Leader Development Division is pleased to announce careerists from **Career Programs 18, 22, 27, 31, 32, and 34 (Spiral 1)** will have access to Army Career Tracker (ACT) on 29 August 2011.
(Published on 26 Aug 2011.)

Army Career Tracker (ACT) Now Live! - Army Career Track is now live for Career Program 34.
(Published on 26 Aug 2011.)

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- ACT Overview
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  - Provide recommendations to Employees/Mentees
- Stakeholder Launch

PDM Recommendations in "My Planner"

| CIVILIAN | CAREER RESOURCES | SEARCH | ACT EVALUATION | STAFF |

| Home | My Planner | My Activities | My Career | My IDP |

At any time you can print a "Printable Career Map"

Marvin Nickels
ACT Supervisor Request Accepted -Sent on 18 Jan 2012 by Army Career Tracker

Training
0 Unread
G Sign up for Civilian Leader Course -Sent on 18 Jan 2012 by Marvin Nickels

In this "My Planner" portal you can view completed items or items in progress for:

• Key Assignments

•Competencies

•Leader Development

•Professional Development

•Occupational Development

•Academic Training

•Certifications and

•Mandatory Training activities.

My Planner

| NAME: | Laura Tripp | CP: | 32 | JOB SERIES: | 1702 | GRADE: | GS-13 |
| JOB TITLE: | TRAINING SYSTEMS MANAGEMENT ANALYST | ORGANIZATION: | US ARMY TNG SPT CNTR | ASSIGNMENT DATE: | 09 Sep 1979 | | |

Printable Career Map for CP 32 Job Series 1702 Pay Plan GS

PDM Categories

NOTE: Click on a category below to view the associated PDM Recommendations, which will be displayed in the right panel. The selected category is highlighted in Green. The completed or In progress items are listed under each category name.

⭐ **Key Assignments**

TRAINING SYSTEMS MANAGEMENT ANALYST	09 Sep 1979
REASSIGNMENT	30 Aug 2009
REALIGNMENT	27 Feb 2010
REASSIGNMENT	25 Oct 2010
REALIGNMENT	21 Nov 2010

⭐ **Competencies**

⭐ **Leader Development**

⭐ **Professional Development**

⭐ **Occupational Development**

⭐ **Academic Training**

⭐ **Certifications**

⭐ **Mandatory Training**

PDM Recommendations

Explore another CP/Job Series
NOTE: If you have a job series with a suffix, please refer to ACT Help for instruc on how to access your recommendations.

| GS-13 | ---- | GS-14 | ---- | GS-15 |

Key Assignments (GS-13)

○ Training Support Analyst
○ Training Support Planner
○ Training Support Program/Systems Manager

COMPLETE BY: [DD Mmm YYYY] 📅

DESCRIPTION:

☐ IDP Goal

NOTES:

↶ ↷ | **B** *I* U̲ | ☰ ☰

As well as PDM Recommendations from your Career Field.

You are still required to work with Army Leadership to bec enrolled in a training course or receive a new assignmen

My Calendar

Professional Goals

⬤ Continuing Education

CP 32 Series 1702 Career Map

Categories	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
Assignments					Training Support Training Technician		Training Support Training Technician		Mobilization Training Support Technician Training Scheduler Training Support Manager Training Support Technician		Mobilization Training Support Technician Training Scheduler Training Support Manager Training Support Technician	Training Scheduler Training Support Analyst Training Support Planner Training Support Program/Systems Manager Training Support Technician	Training Support Analyst Training Support Planner Training Support Program/Systems Manager	TEST1	
Competencies											**Functional Competencies** Functional Competencies GS-11 **Core Competencies** Common Core Competencies GS-11/12	**Functional Competencies** Functional Competencies GS-12 **Core Competencies** Common Core Competencies GS-11/12	**Functional Competencies** Functional Competencies GS-13 **Core Competencies** Common Core Competencies GS-13	**Functional Competencies** Functional Competencies GS-14 **Core Competencies** Common Core Competencies GS-14	**Functional Competencies** Functional Competencies GS-15 **Core Competencies** Common Core Competencies GS-15
Leader Development											Action Officer Development Course CES Basic Course CES Foundation Course CES Intermediate Course Manager Development Course Supervisory Development Course	Action Officer Development Course CES Basic Course CES Foundation Course CES Intermediate Course Manager Development Course Supervisory Development Course	Action Officer Development Course CES Advanced Course CES Basic Course CES Foundation Course CES Intermediate Course Manager Development Course Supervisory Development Course	Action Officer Development Course Air War College (Open to DSLDP Candidates only) Army War College Army War College (Distance Education) CES Advanced Course CES Basic Course CES Foundation Course	Action Officer Development Course Air War College (Open to DSLDP Candidates only) Army War College Army War College (Distance Education) CES Advanced Course CES Basic Course CES Foundation Course

PDM Recommendations & Setting Goals

From the "My Planner" portlet users can search for PDM recommendations from which they can set Professional Goals

Grayed out buttons mean you have already set a goal for or completed the Recommendation.

Here are Recommendations you can set professional goals for

Indicate this item as an IDP Goal

| | JOB SERIES: | 1702 | GRADE: | GS-13 |
| ARMY TNG SPT R | ASSIGNMENT DATE: | 09 Sep 1979 | | |

PDM Recommendations

Explore another CP/Job Series
NOTE: If you have a job series with a suffix, please refer to ACT Help for instruction on how to access your recommendations.

| GS-13 | ---- | GS-14 | ---- | GS-15 |

Key Assignments (GS-13)

○ Training Support Analyst
○ Training Support Planner
○ Training Support Program/Systems Manager

COMPLETE BY: DD Mmm YYYY

DESCRIPTION:
☐ IDP Goal

Notes:

ADD AS A GOAL

You are still required to work with Army Leadership to become enrolled in a training course or receive a new assignment.

Choosing Another CP/Job Series

Users can view their profiled Recommendations as well as Recommendations from other Career Fields

PDM Recommendations

Explore another CP/Job Series

NOTE: If you have a job series with a suffix, please refer to ACT Help for instructions on how to access your recommendations.

| GS-13 | ---- | GS-14 | ---- | GS-15 |

Page refreshes

You can choose another "CP", "Job Series", "Explore another CP/Job Series"

Next choose the applicable "CP", "Job Series" and "GS"

PDM Recommendations

32 - Training, Capabilities and Doctrine Warfighting Developers

Job Series - 1702 - Education and Training Technician

Grade - GS-13

Reset to your current CP/Job Series

NOTE: If you have a job series with a suffix, please refer to ACT Help for instructions on how to access your recommendations.

| GS-13 | ---- | GS-14 | ---- | GS-15 |

To reset to your current CP/Job Series click the Blue Link

"My Calendar"

My Calendar

Professional Goals					
Personal Goals					
IDP Goals			○ Complete Diversity T ○ Training Support Pla ○ Sign up for Civilian		
Events			▢ Vacation		
Enrollments					
Nov 2011	Jan 2012	Mar 2012	May 2012	Jul 2012

RESET

Underneath "My Planner," the "My Calendar portlet allows users to track and view Professional, Personal, IDP Goals, Events and Enrollments

To move forward or backwards use the **BLUE** Arrows
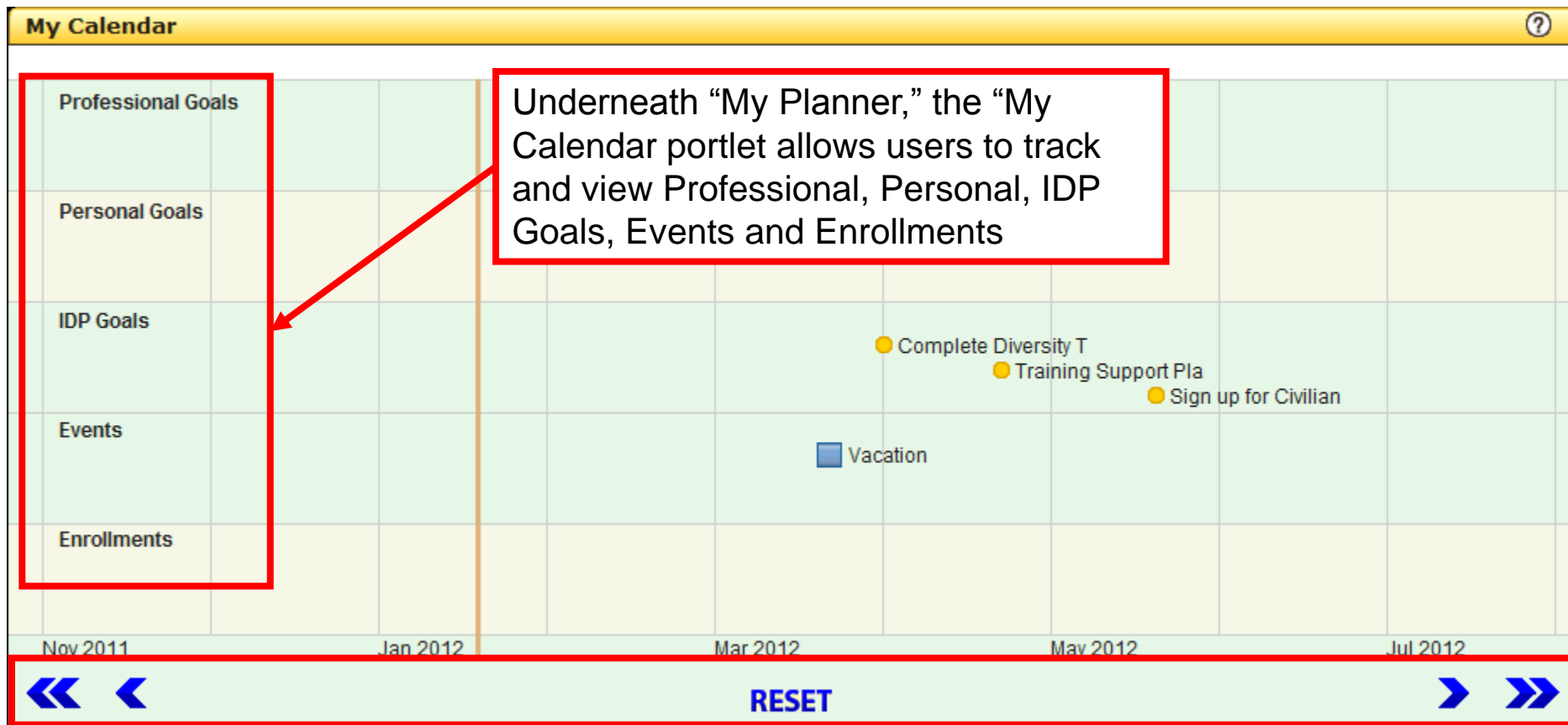
"My Activities"

The "My Activities" portlet includes activities you decide to participate in to build on your career development, and personal goals and events. It is your "to-do" list!

From "My Activities", you can also create a personal goal and also indicate it as an IDP Goal

"My Career"

""My Career"" provides users with an unofficial consolidated view of historical Assignments, Training, Electronic Job Book Training, and Civilian Education. A User's Supervisor and Mentors can also see their information from which to base their recommendations.

| CIVILIAN | CAREER RESOURCES | SEARCH | ACT EVALUATION |

| Home | My Planner | My Activities | **My Career** | My IDP |

ACT >> CIVILIAN >> My Career

My Notices ?

Career
2 Unread
! **Schedule a monthly counseling session** -Sent on 18 Jan 2012 by Marvin Nickels
ACT Supervisor Request Accepted -Sent on 18 Jan 2012 by Army Career Tracker

Training
0 Unread
G **Sign up for Civilian Leader Course** -Sent on 18 Jan 2012 by Marvin Nickels
G **Complete Diversity Training** -Sent on 18 Jan 2012 by Marvin Nickels

View All

My Supervisors ?

Marvin Nickels (Supervisor)   Change

Opt Out Of Mentor Requests

Supervisor/Mentor Link-Up

My Resources ?

Army Civilian Training and Leader Development
Army Civilian Service
Army Counterintelligence (CI) iSALUTE Reporting Portal
ATIA
CPOL
Federal Leadership Development Programs
LINKEDIN
My Biz
My Pay
RASS
Resumix

My Career ?

** This is an unofficial record **

? For missing or incorrect information, click on associated help icon.   Printer Friendly 🖨

Name:	Laura Tripp	SSN:	XXX-XX-9445		Assignment Start Date:	09 Sep 1979	Organization:	US ARMY TNG SPT CNTR
CP:	32	Series:	1702		Date Last Promoted:	03 May 1992	Education Level:	Bachelors
Grade:	GS-13	Job Title:	TRAINING SYSTEMS MANAGEMENT ANALYST					

Assignments: ?

Job Title	Location	Assignment Date
REALIGNMENT	VICKSBURG	21 Nov 2010
REASSIGNMENT	FT RILEY	25 Oct 2010
REALIGNMENT	FT HUACHUCA	27 Feb 2010
REASSIGNMENT	FT GORDON	30 Aug 2009
TRAINING SYSTEMS MANAGEMENT ANALYST	FT EUSTIS	09 Sep 1979

Training: ?

Title	Status	Delivery Method	Completion Date
COMPOSITE RISK MANAGEMENT CIVILIAN BASIC COUR	GRADUATE, SUCCESSFULLY COMPLETED CLASS	INTERNET	03 May 2011
SEXUAL HARASSMENT PREVENTION FOR FEDERAL EMPL	GRADUATE, SUCCESSFULLY COMPLETED CLASS	INTERNET	20 Nov 2010
CIVILIAN LEADER BASIC	GRADUATE, SUCCESSFULLY COMPLETED CLASS	INTERNET	14 Oct 2009
2009 ALCOHOL AND DRUG TRAINING			01 Sep 2009
CIVILIAN FOUNDATION	GRADUATE, SUCCESSFULLY COMPLETED CLASS	INTERNET	11 Feb 2009

Electronic Job Book Training: ?

Title	Status	Recorded By	Completion Date
		No data available	

Civilian Education: ?

Title	Status	Institution	Completion Date

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- **How can Users:**

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  - Search and enroll in a course

  - Find an Expert

  - Create an IDP

  - Provide recommendations to Employees/Mentees

CIVILIAN | SUPERVISOR | CAREER RESOURCES | **SEARCH** | ACT EVALUATION

Home | Find an Expert

ACT >> SEARCH >> Home

Featured Courses ?

!!! FOOD SERVICE SPECIALIST SLC
!! QUARTERMASTER/CHEMICAL EQUIPMENT REPAIRER
!! RESERVE FIELD FOOD SERVICE (USMC)
! FOOD SERVICE CONTRACT MGMT CERT (GWOT)

My Notices ?

Career
1 Unread
! Schedule a monthly counseling session Sent on 17 Jan 2012 by Marvin Nickels
ACT Superv
Career Trad

Training
0 Unread
G Complete
G Sign up for Nickels

My Supervisors ?

Marvin Nickels (Supervisor)   Change

Opt Out Of Mentor Requests

Supervisor/Mentor Link-Up

My Resources ?

Enroll in Structured Self Development (SSD)
US Army Human Resources Command
Personnel Electronic Records Management System (iPERMS)
Assignment Satisfaction Key (ASK)
College of the American Soldier (CAS)
Credentialing Opportunities On-Line (COOL)
Army Knowledge Online (AKO)
GoArmyEd
Army Learning Management System (ALMS)
Comprehensive Soldier Fitness (CSF)
My Army Benefits
Army Counterintelligence (CI) iSALUTE Reporting Portal

Find a Course ?

Keyword Search

Keyword: [   ]   GO

Enter a keyword into the text box above then select the [Go] button. Matching courses will display in the lower section. You can also select additional filters below. All selected filters will display in the Active Filters List.

Activ
Filters

Search By Category	Saved Searches	Wish List

Start Date:	**State:**	**Delivery Type:**
< 30 days	AE (11)	ACCREDITED OFF-CAMPUS INSTR(AOCI)/CONTR INSTR (34)
< 45 days	AK (604)	ANNUAL TRAINING/ACTIVE DUTY FOR TRNG (CRSTYPE 80) (652)
< 60 days	AL (2664)	CORRESPONDENCE COURSE (733)
< 90 days	AP (11)	IDT/ADT OR ADT/ADT BACK TO BACK PHASES FOR ARPRINT (1890)
< 120 days	AR (146)	INACTIVE DUTY FOR TRAINING (CRSTYPE 80 ONLY) (286)
< 150 days	AZ (1290)	INTERNET (874)
< 180 days	- More -	- More -

28616 Matching Courses

1 2 3 4 5   Next Page   Last Page

Course Name	Start Date	State	Location	School Name	Delivery Type	Source
HEALTHCARE SPECIALIST (MOS-T)	05 Mar 2012	KY	FORT KNOX	HEALTH SERVICES BDE	IDT/ADT OR ADT/ADT BACK TO BACK PHASES FOR ARPRINT	ATRRS
AIRCRAFT POWERPLANT RPR SUPV BNCOC	09 Jul 2013	VA	FORT EUSTIS	NCO ACADEMY - EUSTIS (AVLOG)	RESIDENT	ATRRS
HEALTHCARE SPECIALIST (MOS-T)	05 Feb 2012	KY	FORT KNOX	HEALTH SERVICES BDE	IDT/ADT OR ADT/ADT BACK TO BACK PHASES FOR ARPRINT	ATRRS
CAMBODIAN BASIC	17 Oct 2011			DLI, LOW DENSITY	RESIDENT	ATRRS
AIRCRAFT POWERPLANT RPR SUPV BNCOC	13 Jun 2012	VA	FORT EUSTIS	NCO ACADEMY - EUSTIS (AVLOG)	RESIDENT	ATRRS
AH-64D ARMAMENT/ELEC/AVIONIC SYSTEMS REPAIRER	07 Sep 2011	VA	FORT EUSTIS	AVIATION LOG SCH	RESIDENT	ATRRS
HEALTHCARE SPECIALIST (MOS-T)	16 Jul 2012	OK	OKLAHOMA CITY	HEADQUARTERS 189TH REGIONAL TRAINING INSTITUTE (RT	RESIDENT	ATRRS
CHINESE-CANTONESE BASIC	06 Sep 2011			DLI, LOW DENSITY	RESIDENT	ATRRS
GEE DATA MANAGEMENT	01 Oct 2011			JOINT WARFIGHTING CENTER (JKDDC)	INTERNET	ATRRS
AIRCRAFT POWERPLANT RPR SUPV BNCOC	17 Aug 2012	VA	FORT EUSTIS	NCO ACADEMY - EUSTIS (AVLOG)	RESIDENT	ATRRS

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"Find a Course" searches the ACT Consolidated Course Catalog for specific classes using category filters

Courses ranked Career Programs will be listed in "Featured Courses". Clicking on a title will cause the Course Details to populate

2

Course Details/Creating a Goal for A Course

Find a Course

CIVILIAN LEADER ADVANCED

Course Number:	1-250-C62 (DL)
Phase:	1
Fiscal Year:	2012
Source:	ATRRS
Delivery Type:	INTERNET
Organization:	ARMY MGMT STAFF COLLEGE (AMSC)- EAST
Start Date:	01 Oct 2011(Details)
State:	Not Available

To create a goal for a Course that will be visible by your Supervisors and Mentors click "Create As Goal"

Save this course to your wish list for future reference. You can later return to your "Wish List and set this as a goal

...ontemporary Operating... ...nt Structure; DoD

All Class Offerings for this Cou...

Class Number	Class Name	Delivery Type	School Name	Start Date	End Date	Class Link
001	001	INTERNET	ARMY MGMT STAFF COLLEGE (AMSC)-EAST	01 Oct 2011	30 Sep 2012	Details

CREATE AS GOAL　　**SAVE TO WISH LIST**　　**PRINT**　　**BACK**

Create a Course Goal

CIALIST SLC
HEMICAL EQUIPMENT REPAIRER

Find a Course

CIVILIAN LEADER ADVANCED

Create as Goal

Goal Name: CIVILIAN LEAD

Fill in a Complete By Date

Goal Details:
Strategic Management; Ethical and Moral Reasoning in Decision Making; Contemporary Operating Env
Government Structure; DoD Structure; Joint Systems

Fill in any additional notes

Complete By: dd Mmm yyyy

Notes:

Indicate this item as an IDP Goal

☐ IDP Goal

CREATE AS GOAL   **CLOSE**

Click Create As Goal

Supervisor/Mentor Link-Up

"Find a Course"

Find a Course

Keyword Search

Keyword: [_____]   **GO**

Enter a keywo... [obscured] the lower sec... [obscured] Active Filters... [obscured]

Active Filter List
Filters currently selected under Search by Category:
Text Search: civilian management school (remove)
State: VA (remove)
State: PA (remove)

SAVE   **CLEAR ALL**

If you search by multiple keywords, they will all appear in the Active Filter List.

You can "Clear All" to clear your filters at anytime

You can "Save" to save this filter for use at a later time

Search By [obscured]

Start Date
< 30 days
< 45 days
< 60 days
< 90 days
< 120 days
< 150 days
< 180 days

CHARLOTTESVILLE (2)
WILLOW GROVE (16)

Delivery Type:
CORRESPONDEN...
RESIDENT (2)

18 Matching Courses
1   2   Next Page

Click on the blue hyperlinked "Course Name" to view the Course Details.

Course Name	Start Date	State			Delivery Type	Source
BUSINESS/REPORT WRITING (KEYSTONE ONLY)	01 May 2011	PA			CORRESPONDENCE COURSE	ATRRS
BUSINESS/REPORT WRITING (KEYSTONE ONLY)	01 Apr 2011	PA			CORRESPONDENCE COURSE	ATRRS
BUSINESS/REPORT WRITING (KEYSTONE ONLY)	01 Feb 2011	PA			CORRESPONDENCE COURSE	ATRRS
BASIC ELECTRONICS I	01 Jun 2011	PA	GROVE	SCHOOL	CORRESPONDENCE COURSE	ATRRS
BUSINESS/REPORT WRITING (KEYSTONE ONLY)	01 Mar 2011	PA	WILLOW GROVE	DCMA CIVILIAN MANAGEMENT SCHOOL	CORRESPONDENCE COURSE	ATRRS
CERTIFIED QUALITY TECHNICIAN QUESTION BANK	01 Jul 2011	PA	WILLOW GROVE	DCMA CIVILIAN MANAGEMENT SCHOOL	CORRESPONDENCE COURSE	ATRRS
BASIC ELECTRONICS I	18 Apr 2011	PA	WILLOW GROVE	DCMA CIVILIAN MANAGEMENT SCHOOL	CORRESPONDENCE COURSE	ATRRS
BUSINESS/REPORT WRITING (KEYSTONE ONLY)	01 Jun 2011	PA	WILLOW GROVE	DCMA CIVILIAN MANAGEMENT SCHOOL	CORRESPONDENCE COURSE	ATRRS
BASIC ELECTRONICS I	01 May 2011	PA	WILLOW GROVE	DCMA CIVILIAN MANAGEMENT SCHOOL	CORRESPONDENCE COURSE	ATRRS
BASIC ELECTRONICS I	01 Jul 2011	PA	WILLOW GROVE	DCMA CIVILIAN MANAGEMENT SCHOOL	CORRESPONDENCE COURSE	ATRRS

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Agenda

- ACT Overview
- How can Users:
  - Receive leadership guidance
  - Keep track of "My Career"
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  - Search and enroll in a course
  - Find an Expert
  - Create an IDP
  - Provide recommendations to Employees/Mentees

"Find an Expert"

"Find an Expert"

Find an Expert

Search for Expert

Go to my Profile

Input or select a value in at least one search categories below. Matching individuals will display in the lower section. NOTE: The "Skills" and "Job Title" search fields require exact matching. For example, if you are looking for an individual with "Project Management" skill, you must enter "Project Management" in the "Skill" search field as opposed to "Project".

All the Employees matching the Search Criteria will populate

Last Name

Career Program
--- Select a Career Program ---

Sk... | Change management
Location

Job Series
--- Select a Job Series ---

Job Title

Pay Grade
--- Select a Pay Grade ---

To view an expert's profile click the "blue" hyperlink

First Name = *None*, Last Name = *None*, Skill = change management, Job Title = *None*, Location = *None*, Supervisor Experience? Doesn't Matter, Career Program = *None*, Job Series = *None*, Pay Grade = *None*

Search

Name	Career Program	Job Series	Work Location	Organization	Email
Kimberly Andrews	32	1702	FT MYER	USA JBM-HH	test@test.com
Marvin Nickels	32	1701	FT LEAVENWORTH	USA CMD AND GEN STF CO	anne.szymanski@us.ibm.com
Laura Tripp	32	1702	FT EUSTIS	US ARMY TNG SPT CNTR	act.testing1@gmail.com

Find An Expert Detail

In the Expert's Profile users can view: Report to Chain, Expertise List, Full Profile Information, About Me, and Assignment History.

Find an Expert ⑦

Marvin Nickels
USA CMD AND GEN STF CO
EDUCATION PROGRAM MANAGER (CGSS)

Marvin.nickels@us.army.mil

Go to my Profile
Request as Mentor
Back to Search

Report to Chain

The following represents an unofficial report chain reflecting two levels of supervisors based upon the relationships established in the ACT system. If two levels of supervisors are not reflected, the relationships have not been established in the ACT system through the "My Supervisor" portlet.

Ronald Ronald

Users can also edit their own profiles

Expertise List

Add an expertise tag

change management	4+
leadership	2+
project management	2+
training	3+

Full Profile Information

Last Name: Nickels
First Name: Marvin
Middle Name:
Job Title: EDUCATION PROGRAM MANAGER (CGSS)
Supervisor Status:
CP: 32
Job Series: 1701
Grade:
Organization:
Work Location:
Email:

About Me

No details have been entered by this user

The Expertise List lists Expertise Tags that have been added by the user or his/her peers.
•The number next to the Expertise Tag reflects the number of users who have tagged the profile with that expertise.
•Users can increase the number once by clicking the "+"button

Assignment

EDUCATION PR
EXTENSION OF
PROMOTION NT
REALIGNMENT
REASSIGNMEN

Supervisor Status
Y
Y
Y
Y
Y

Editing User Profile

Find an Expert ⑦

Laura Tripp
US ARMY TNG SPT CNTR
TRAINING SYSTEMS MANAGEMENT ANALYST

Laura.tripp@us.army.mil

Back to Search

Change Image

Report to Chain

The following represents an unofficial report chain reflecting two levels of supervisors based upon the relationships established in the ACT system. If two level of supervisors are not reflected, the relationships have not been established in the ACT system through the "My Supervisor" portlet.

Rick Rick
  Marvin Nickels
    Laura Tripp

Expertise List

Add an expertise tag

[   ] [+]

change management   1+ [X]
training   1+ [X]

Full Profile Information

Last Name: Tripp
First Name: Laura
Middle Name:
Job Title: TRAINING SYSTEMS MANAGEMENT ANALYST
Supervisor Status: N
CP: 32
Job Series: 1702
Grade: GS-13
Organization: US ARMY TNG SPT CNTR
Work Location: FT EUSTIS
Email:
                    Laura.tripp@us.army.mil

About Me

I am a Training Systems Management Analyst and have 5 years experience working with Training Systems Management. I am interested in expanding my change management skills.

Edit About Me

Users can only delete an Expertise Tag from their own profile by clicking the "x" next to the existing expertise

You can only edit the "About Me" section in your profile. To click the "Edit About Me" button

Assignment History

TRAINING SYSTEMS MANAGEMENT ANALYST   25 Oct 2010   Y
                                             09 Sep 1979   N

Agenda

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What is "My IDP"?

"My IDP" is a tool that allows Users to display IDP goals and IDP training goals that are identified through ACT in a centralized location.

The assignment history information can also be found in the "My IDP" portlet.

To create a new IDP, click on the "Create New IDP" button.

"Create a New IDP"

You must identify the "Start Date" and "End Date" for your IDP.

"Create a New IDP"

"Submit" new IDP to your "Supervisor"

Your IDP will remain as a DRAFT until submitted for Supervisor review

You can view and edit your IDP goal details by clicking on the hyperlink in the Goal Description column of the table under the "IDP Goals" section header.

To submit your IDP to your Supervisor's approval click "Submit".

"Pending Review"

"My IDP Approval"

To "approve" your Employees' IDP Supervisors click hyperlinked names

Page refreshes

And then choose "Approve" or "Reject"

- ACT Overview

- How can Users:

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  – See Career Program updates

  – Monitor career progression with PDM model and set goals

  – Search and enroll in a course

  – Find an Expert

  – Create an IDP

  – Provide recommendations to Employees/Mentees

The "Supervisor Dashboard" portlet provides Supervisors/Mentors with a visual gauge of Employees' and Mentees' activities through the following specified metrics:

- CES Training
- Professional Goals Status
- IDP Goals Status
- Educational Level
- SDC Status.
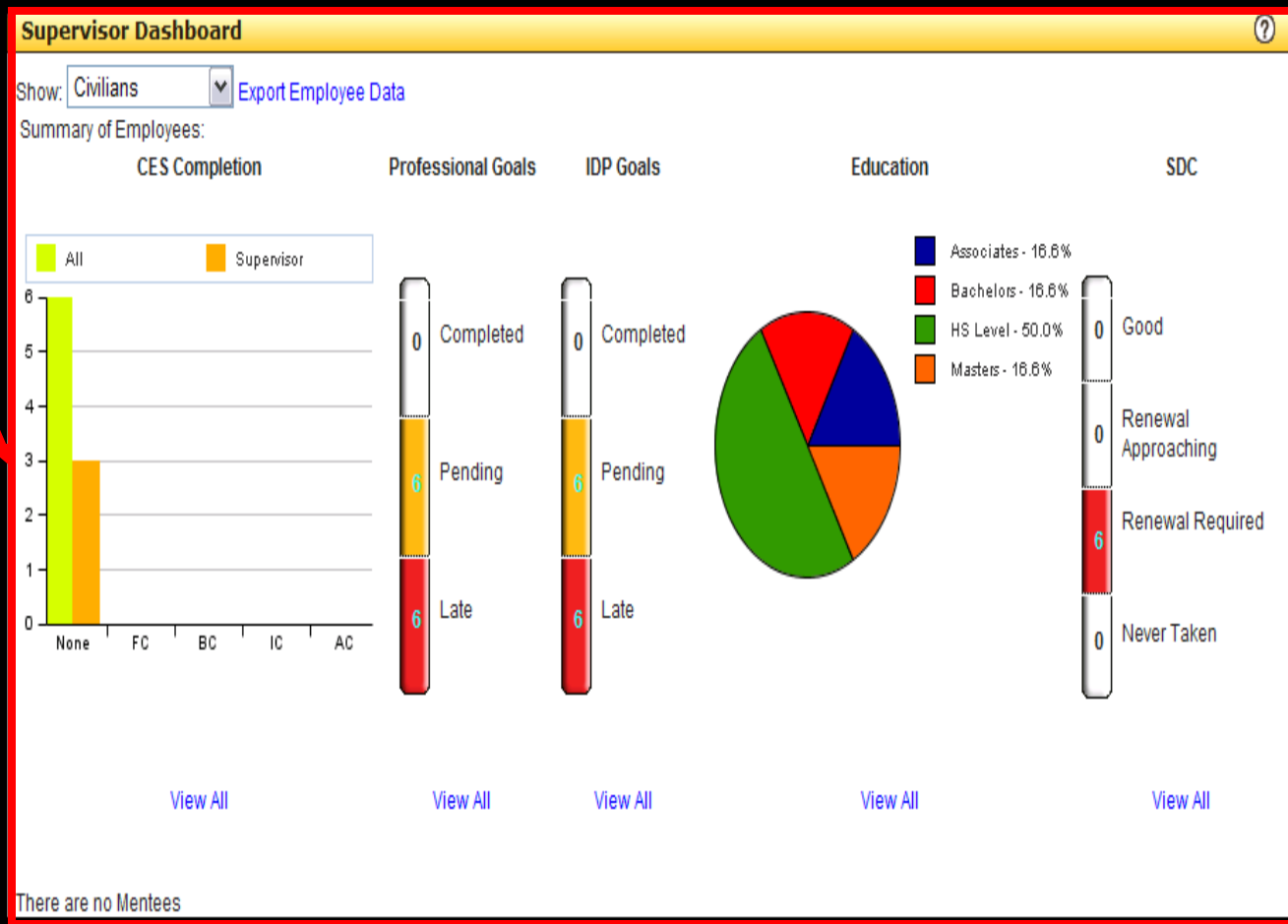
My Employee Details

My Employees List

S - Tripp , Laura (CIV)

Recommendation Kit

Name: Laura Tripp
Recommendations Sent
! Schedule a monthly counseling session
  Complete Diversity Training
  Sign up for Civilian Leader Course

Create New Recommendation   View All

My Career Dashboard

3

My IDP Goals   CES Completion

Supervisor Links

Army Civilian Training and Leader Development
Army Civilian Service
ATIA
CPOL
Federal Leadership Development Programs
LINKEDIN
My Biz and My Workplace
RASS
Resumix

My Planner

| NAME: | Laura Tripp | CP: | 32 | JOB SERIES: | 1702 | GRADE: | GS-13 |
| JOB TITLE: | TRAINING SYSTEMS MANAGEMENT ANALYST | ORGANIZATION: | US ARMY TNG SPT CNTR | ASSIGNMENT DATE: | 09 Sep 1979 | | |

Printable Career Map for CP 32 Job Series 1702 Pay Plan GS

PDM Categories

PDM Recommendations

...ore another CP/Job Series

...TE: If you have a job series with a suffix, please refer to ACT Help for instructions
...how to access your recommendations.

GS-13 --- GS-14 --- GS-15

Supervisor/ Mentor(s)can select a subordinate or mentee and review their dashboard, career map status, and career history

Supports recommendations sessions

...y Assignments (GS-13)

Training Support Analyst
Training Support Planner
Training Support Program/Systems Manager

...SCRIPTION:
IDP Goal

Mandatory Training

My Calendar

	Nov 2011	Jan 2012	Mar 2012	May 2012	Jul 2012
Professional Goals			Continuing Education		
Personal Goals		Train for Half- Mara			
IDP Goals			Complete Diversity T / Training Support Pla / Sign up for Civilian		
Events		Vacation			
Enrollments					

RESET

My Career

** This is an unofficial record **

For missing or incorrect information, click on associated help icon.   Printer Friendly

Name:	Laura Tripp	SSN:	XXX-XX-9445	Assignment Start Date:	09 Sep 1979	Organization:	US ARMY TNG SPT CNTR
CP:	32	Series:	1702	Date Last Promoted:	03 May 1992	Education Level:	Bachelors
Grade:	GS-13	Job Title:	TRAINING SYSTEMS MANAGEMENT ANALYST				

Assignments:

Create Recommendation Notice

Recommendation Type: ◉ Career ○ Training

Originator: Marvin Nickels   **Today's Date:** 18 Jan 2013   an 2013

Subject:

Notes:

A Supervisor/Mentor has the ability to create a Career or Training Notice for Employees or Mentees

Send To Subordinates:
- ☐ Beatrice Reyes
- ☐ Laura Tripp
- ☐ Leon Mcmullen
- ☐ Mitchell Bonnett

☐ **All Subordinates**

Send To Mentees:
- ☐ JOHN CIVILIAN SR
- ☐ MSG John Civilian

☐ **All Mentees**

SUBMIT RECOMMENDATION

CLOSE

Career Administrator

For more information, visit the ACT Information Page on AKO: https://www.us.army.mil/suite/page/601000

Log in to Army Career Tracker (ACT)

https://actnow.army.mil